



Maine Department of Transportation's Product Evaluation Process

PURPOSE

The Product Approval Committee operates through the cooperative efforts of the Regional, Urban & Arterial, and Urban & Federal Bridge Programs and Maintenance & Operations, Traffic, Multimodal, Environmental, and Research Divisions. The Committee's purpose is to provide advice and guidance on the evaluation of new products and methods. The Committee may approve or disapprove the use of these products or methods in the design, construction and maintenance of Maine's infrastructure. Sales representatives submit their information to the Committee rather than different functional divisions of the Department.

EVALUATION COMMITTEE

The Committee is composed of three subcommittees each responsible for specific categories of products. The categories and current committee members are as follows:

Concrete Products and Bridge Related Items

Dale Peabody - Transportation Research Division
Denis Dubois - Urban & Federal Bridge Program
Catherine Mettey - Construction, Western Region
Eric Calderwood - Urban & Federal Bridge Program
Jeff Naum - Bridge Maintenance

Highway Related Items, and Traffic Items

Dale Peabody - Transportation Research Division
Mark Hume - Maintenance & Operations, Western Region
Brian Burne - Maintenance & Operations
Roger Letteney- Traffic
Jennifer L. Paul - Urban & Arterial Program

Environmental and Miscellaneous Items

Dale Peabody - Transportation Research Division
Bill Doukas - Urban & Federal Bridge Program
Robert LaRoche - Environmental Office
Paul Pottle - Program Services - Multimodal

Representatives from other units may serve on an as-needed basis as friends of the Committee. Doug Gayne, the Chairman and Product Approval Coordinator, is responsible for arranging meetings, receiving information from the sales representatives, disseminating it to the other committee members, and the coordination of product studies as needed.

PROCEDURES AND OPERATIONS

(1) Sales representatives seeking approval of new products are instructed to submit their product information along with a completely filled-out "New Product Application Form" and other pertinent data to the Coordinator for distribution to the appropriate Committee. The Committee members will examine product information and history of use, if applicable, relevant to their field of operations. Testing of material properties may be requested at this time. After reviewing this information, the Committee members will provide a recommendation concerning approval or rejection of the product.

(2) When additional information is desired by the Committee, it may request additional information from the sales representative, or that they work with members of the Committee or their appointees to develop an in-depth study. A recommendation will then be made to the full Committee. The Chairman or his designate will serve as study coordinator in the development and presentation of these reports to the Committee.

(3) The Evaluation Committee will meet quarterly (frequency ultimately depends upon the quantity of products to be reviewed) in order to ensure timely consideration of submitted products for evaluation.

(4) The committee may approve, disapprove, require additional information, recommend trial, or limited use. Regardless of the situation, all product submittals received with a completely filled-out "New Product Evaluation Form" will be evaluated by the Committee and the company representative that completed the form will be notified in writing of the status of the product.

(5) The Committee or its designate will coordinate the monitoring of trial installations and ensure that long term documentation on the durability and performance of the products and methods is obtained.

(6) Vendors failing to satisfactorily respond to inquiries, correspondence or maintain contact with the Chairman/Coordinator for a period of one year will be subject to having their product dropped from the Evaluation Program.

(7) The Chairman may reject from evaluation products with no apparent or significant application for use by Maine DOT, or products which are deemed not to be far enough along in the development process to be effectively evaluated.

(8) This program is intended for the evaluation of new and/or proprietary products. Products meeting the latest revision of the "Maine DOT Standard Specifications" are not usually evaluated.

(9) Acceptance of a product for evaluation by Maine DOT, or the Committee's approval of the product after evaluation, shall in no way represent a commitment to purchase, or specify the product investigated regardless of its performance during evaluation.

(10) Data resulting from an evaluation of the submitted product is public information and will not be considered privileged. All information developed during this product evaluation may be released by the Maine Department of Transportation at its discretion. For example: AASHTO's Product Evaluation List (APEL). APEL is a repository of findings from the evaluation and testing of new and/or proprietary transportation products that have been conducted by various State Departments of Transportation.

(11) Maine DOT's internal and external customers are made aware of approved products through the Maine Department of Transportation's website where they will find a tabulated list of Approved Products. However, they are under no obligation to specify or use specific products once this committee has approved the product.

PROMOTION OF APPROVED PRODUCTS

Vendors or manufacturers wishing to promote the use of their product(s) after receiving committee approval should consider the following:

(1) Vendors or manufacturers of products which meet the requirements of the current "Maine DOT Standard Specifications" may wish to contact contractors who have been awarded construction projects that will need the particular product. The identities of the Contractor, types and quantities of materials to be used in new construction projects can be found in the "bid tabs" which can be found in the Department's online "Construction Bid Packages, Projects Under Advertisement." This website is maintained by the Maine Department of Transportation, Bureau of Project Development, Capital Resource Unit, Contract & Specification Section, and any questions pertaining to this site should be addressed directly to them.

(2) Committee approved products for which a Standard Specification is not applicable may be designed into a specific project by a Department Project Design Engineer. A special provision will be prepared by the design engineer and included in the contract documents to define the requirements for, and quantities of, products to be used. As stated earlier, Project Design Engineers are made aware of new products through the Approved Products Listing. However, vendors or manufacturers may wish to periodically mail product information flyers to Department Design & Maintenance Branch Units indicating that the product is available and that it has been approved for use by the New Products Evaluation Committee.

(3) In addition to constructing new projects, Maine DOT is responsible for maintaining over 8,000 miles of roadway and more than 2,500 bridges, and 18 ferry terminals. Maintenance of these facilities is directed through the Augusta, Maine Main Office and through the Department's five Regional Offices located throughout the state. Vendors or manufacturers of roadway or bridge maintenance products approved by the Committee may wish to promote these types of products to Regional Managers and Bridge Maintenance Managers. A list of addresses for these individuals can be provided upon a request made to the New Products Evaluation Program Coordinator at (207) 624-3268.